

Great News for Choice Staff!!!

Effective immediately all employees have **full access** with the self-serve website listed below!!! The email address registered with Choice is what is associated with your account.

You now have the ability to view and reprint checks/direct deposit stubs, update your personal information, view pay history, download blank time sheet and look at your past assignments **without** having to call or e-mail us!

Simply **follow the instructions on the attached sheet to register to have access to the website** or if you have previously registered and forgotten the password. This is the link for the secured website <http://portal.pfd.snb.com>

You will need a “business key” in order to create an account. To obtain your Key, please email your counselor or our office at choice-orders@choiceco.com •

With this new feature there is no longer a need for postal “snail mail”. Beginning with the week ending March 6th 2016 we **will no longer** be mailing out Direct Deposit/ACH stubs.

Please Note:

This will only work if the e-mail that you provided during your interview is the same as it is now. If you need to update your information, send an e-mail to choice-orders@choiceco.com please write in the subject line: **Email Update** with your **name and email address**. We will notify you when it is updated so that you may proceed logging in.

Thank you!

Instructions to register to Self-Service Access Portal

Step 1: Go to website: <https://selfserve.plsvc.com>

Step 2: Select the “Employee Registration” link below the lower right of the “Sign in” box.

Step 3: Fill in the Employee Account Registration information with your Social Security number, Business key code that you have obtained from your recruiter, and your home zip code and **Press** “continue”.

Step 4: Retrieve the temporary password sent to employee’s email. Note that at the first login, the employee will be required to change and select a new password.